



# POORNIMA FOUNDATION

# E21B

## REQUISITION FOR ON CAMPUS MEAL

We are organizing program with following details:

Organizing Department & Institute:				
Coordinator Name:			Mobile No.:	
Program name:				
Venue:				
Starting Date:			End Date:	
No. of Days:				
Type	Breakfast	Lunch	Refreshment	Dinner
No. of Persons				

**Food Type:**

A) Regular Mess Food                      B) A + Extra Sweet + Salad + Papad

C) Any Other Item:

.....

**Signature of Coordinator**

**Signature of HOD/Dean**

**Signature of Registrar**

Communicated to Mess In-charge on Date: ..... Time: .....

**For Use of Mess In-Charge**

Noted in Diary ( Comment if Any)	
Remark/Approval by Registrar	

**Signature of Mess In-charge  
with Date**

**Signature of Registrar  
with Date**

**Note:**

- 1) Booking of Breakfast/ Lunch/ Refreshment/ Dinner shall be communicated to the concerned authorities at least 3 days prior to the date of event.  
All such bookings will be entertained only by filling up E-21(B).
- 2) Category of Breakfast/ Lunch/ Refreshment/ Dinner shall be specified.